

**COWLITZ COUNTY SHERIFF**  
**Department of Emergency Management**  
**Standard Operating Procedures**

**EMERGENCY WORKER REGISTRATION**

**A. GENERAL INFORMATION**

1. The Cowlitz County Department of Emergency Management (CCDEM) is responsible for registering emergency workers in Cowlitz County. This duty is conferred by the Revised Code of Washington (RCW), Washington Administrative Code (WAC), Cowlitz County Inter-local Emergency Management Agreement and the CCSO policy manual.
2. CCDEM may give the authority to register emergency workers to others either temporarily (during emergencies) or permanently (in writing).
3. The registration of emergency workers is important as it gives the worker protections for liability, injury and the loss of equipment. This registration also protects the governmental agency and volunteer groups from additional expenses during emergencies.
4. The Department of Emergency Management maintains a registry of emergency workers within the county.
5. Only emergency workers, registered under this policy, will be utilized on missions.

**B. PERMANENT WORKER APPLICATION and REGISTRATION**

1. Permanent emergency workers typically belong to an organized volunteer group within Cowlitz County. Groups include Search and Rescue (SAR), Dive Rescue, ACS Ham Radio, Community Emergency Response Team (CERT), Medical Reserve Corps (MRC) and EOC Team. Other persons may be registered as authorized by the CCDEM Director.
  - a. Individuals interested in belonging to a volunteer group need to complete a Cowlitz County Emergency Worker Registration Card / Certificate of Authorization form (EWRC/CA) (copy attached).
  - b. Application processing
    - 1) The completed EWRC/CA form will be turned in to the volunteer group leader for approval. Once approved the completed form will be forwarded to CCDEM along with a digital picture.

- 2) CCDEM will review the EWRC/CA form and notify the volunteer team leader by e-mail of receipt. At this point the applicant will be registered as a provisional emergency worker for a maximum of sixty days. CCDEM will notify the volunteer team leader of the provisional registration, the expiration date, and that the applicant may be used on missions. No emergency worker number or ID card will be issued to provisional workers.
- 3) CCDEM will forward the completed form to the appropriate person for the background check. SAR volunteers will have a criminal background check completed through the CCSO SAR Deputy. Other volunteers will have a background check completed by CCDEM.

c. Emergency Worker Registration by CCDEM

- 1) Once CCDEM has the completed EWRC/CA form, an approved background check and a digital picture of the applicant the registration process may be finalized. If any of this paperwork is missing CCDEM will not issue a permanent emergency worker registration.
- 2) CCDEM will register the applicant as an emergency worker and enter the applicant into the computer database.
- 3) CCDEM will send an e-mail to the group team leader advising them that the applicant is now registered as a permanent emergency worker and give them their EW number.
- 4) CCDEM will issue an emergency worker card and forward it to the group team leader.

2. Permanent Emergency Worker Card Expiration

- a. All emergency worker cards are valid for three years.
- b. Ninety days prior to expiration of the emergency worker card the emergency worker will notify the group team leader.
- c. A new EWRC will be completed and forwarded to CCDEM, along with an updated digital picture, by the group team leader.
- d. CCDEM will issue a new ID card and forward to the group team leader.

### C. TEMPORARY EMERGENCY WORKER REGISTRATIONS

1. There are times when it is practical, and necessary, to register temporary emergency workers for specific missions. When this occurs CCDEM, the CCSO SAR Deputy or other authorized individuals, may register individuals as a temporary emergency worker to work in Cowlitz County only.
2. The Volunteer Emergency Worker Temporary Registration form (copy attached) must be completed before the individual can be deployed.
3. The temporary emergency worker is only registered for a specific mission. The registration ends when the mission number is closed. Individuals who wish to volunteer regularly must apply for permanent registration.
4. All Volunteer Emergency Worker Temporary Registration forms will be turned into CCDEM at the end of the mission.
5. Temporary emergency workers typically have not been put through a background check and should be closely supervised.

### D. REGISTRATION UPDATES

1. Once a year CCDEM will send the group team leader a list of the currently registered emergency workers.
2. The group team leader will verify that all info on the list is accurate and return it to CCDEM.

### E. APPEAL PROCESS

1. If a person is rejected as an emergency worker during the background check they may appeal to the Sheriff.
2. The appeal must be in writing and filed with the CCDEM Director within 30 days of the denial. The appeal must contain information on why the denial / rejection should be overturned
3. The CCDEM Director will forward the appeal to the Sheriff for review. The Sheriff may request additional information if necessary in considering the appeal.
4. A written response will be sent to the person requesting the appeal indicating whether the appeal has been approved or denied.

References

RCW Chapter 38.52  
Washington Administrative Code (WAC) 118-04  
Cowlitz County Inter-local Emergency Mgmt Agreement  
CCSO Department Policy Manual  
Emergency Support Function #9 - SAR

Approved on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

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Mark Nelson, Sheriff

## Emergency Worker Registration Checklist

### Permanent Registrations

- Applicant fills out EWRC/CA application form
- Volunteer team leaders approves application and sends to CCDEM
- CCDEM sends e-mail to volunteer team leader advising receipt of EWRC/CA form, provisional emergency worker registration and expiration date
- CCDEM completes background check and approves (or disapproves)
- CCDEM notifies volunteer team leader by e-mail of permanent registration and member number
- CCDEM issues identification card
- Registration good for three years

### Temporary Registrations

- Temporary Emergency Worker application form is completed by worker
- Authorized person approves application
- Temporary worker is used on mission
- Application form is turned in with mission roster
- Registration good for one mission only.